



Job Posting

Posting & Application Period:
June 17 to July 8, 2016 (by 5:00 pm)

Human Resources Assistant

DEPARTMENT & DIVISION: Legislative Service Bureau – Business Office

STATUS: Full-Time

HOURS: 37.5 hours per week; 8:30 am to 5:00 pm, Monday – Friday

MINIMUM PAY RATE: \$18.28 per hour | \$35,783 annually (Pay Range E on Legislative Council Salary Schedule)

JOB LOCATION: Boji Tower–4th Floor, 124 W. Allegan Street, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This employee provides a variety of administrative support activities for the Legislative Service Bureau (LSB) Human Resources Office and other agencies. Individual serves as the initial customer contact for HR matters and as the receptionist for the floor to greet visitors and manage deliveries. Performs clerical support functions, including maintaining a customized HRIS, creating and maintaining forms and checklists, preparing reports, payroll processing, and other related functions. Interacts with internal customers and applicants to answer questions and provide assistance in HR functions, benefit programs and recruiting.

MINIMUM QUALIFICATIONS

- High school graduate or GED Certificate required.
- Minimum of three years' secretarial/clerical experience in an office setting required.
- Payroll, benefits and/or human resources office experience desired.
- Able to confidently use intermediate level functions of Microsoft Word and Excel required.
- Excellent oral and written communication skills required.
- Ability to work well with others in a team environment and deal with diverse personalities required.
- Strong organizational skills and attention to detail required.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following two items as separate attachments in their online application in order to be considered: 1) cover letter outlining interest and qualifications, and 2) resume. The deadline to apply is 5:00 pm on Friday, July 8, 2016.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB Business Office provides financial and human resources support to the Legislative Council, Michigan State Capitol Commission, and the Legislative Corrections Ombudsman Office. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. All employees must be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.